

DUTY ASSIGNMENTS

SENIOR MEMBER

**Reference: paragraph 4-2.b. CAP Regulation 50-17
And CAP Manual 20-1**

1. Level II progression, requires that each senior member be assigned a duty position. A current listing of specialty tracks can be found at paragraph 4-2.b., CAP Regulation 50-17 and Level II Technical training of this guide. Descriptions of duty positions can be found in CAP Manual 20-1.
2. **DUTY ASSIGNMENTS:** The unit commander should develop a unit organizational chart indicating the name and grade of the members filling each position. It may be necessary that more than one position be filled by the same member; however, someone should be responsible for each track outlined in the position descriptions so the entire unit is aware of who is responsible for which duties. The posting of this chart will show the chain of command.
3. **ASSIGNMENT ACTION:** A CAP Form 2a, (Request for and Approval for Personnel Action), Section II, Duty assignment change, will be completed for each duty position assigned, as outlined in CAP Manual 20-1. The personnel officer will initiate the personnel action, which is approved by the unit commander, who is the final approving authority. Copies of the CAP Form 2a, should be made for the individual's master record (CAP Form 45), and posted therein. Another copy should be made for the Personnel Authorization File.
4. **PERSONNEL AUTHORIZATIONS:** As an option to the preparation of separate CAP Form 2a's, for each duty position assigned, duty assignments may be published in personnel authorizations in accordance with CAP regulation 10-3
5. Be sure to check the reference directive for details on duty assignments.